Summary Level Cost Transfer Form Instructions

Header information:

Bureau: Select NOAA or BIS - (Cannot transfer across bureaus)
Reason: Enter reason for the transfer
Total Dollar Amount: Enter the total amount being transferred (This cannot be zero)
Total Units: Enter the total units being transferred (This can be zero)

Detail rows:

Fr/To: Enter 'F' for 'From' and 'T' for 'To'
FCFY: Enter the current Fund Code Fiscal Year (e.g. 2003)
Project: Enter the 7 digit CAMS project code
Task: Enter the 3 digit CAMS task code
Organization: Enter the 16 digit CAMS organization code (e.g. XX-XX-XXXX-99-99-99-99)
Object Class: Enter the 8 digit CAMS object class (e.g. 11-12-00-00)
User Defined: Enter '000000' (six zeros)
C/V: Enter 'C' for Customer or 'V' or Vendor- 'V' will be used in most cases.
Customer/Vendor No. -'9999999999-1' will be used in most cases.
Unit: If transferring labor enter 'HOURS'.
Qty: Enter the number of units (e.g. HOURS) being transferred.
Amount: Enter the dollars and cents
Reference: User can input any narrative here up to 20 characters.